

ATTENTION
OUT-OF-STATE HOME IMPROVEMENT CONTRACTORS

Please be advised that out-of-state contractors performing home improvements on residential property must register with the New Jersey Division of Consumer Affairs before performing home improvement contractor services in New Jersey. The home improvement registration application can be obtained from our website at <http://www.njconsumeraffairs.gov/HIC/hicpacket.pdf>. In order to expedite the processing of your application, please submit the following with your application:

- Registration Fee in the amount of \$90.00 made payable to the State of New Jersey
- Completed application (all questions on the application must be complete, including question number 5 which asks for the name and address of a registered agent in NJ)
- Copy of your certificate of incorporation or LLC formation document
- If you are a foreign corporation (incorporated in a State other than NJ) you need a certificate of authority to do business in New Jersey (which can be obtained from the NJ Division of Revenue (<http://www.nj.gov/treasury/revenue/> -- phone number 609-292-9292)
- Certificate of commercial general liability insurance in the amount of at least \$500,000 per occurrence

Applications can be mailed or hand-delivered (to expedite) to:

The New Jersey Division of Consumer Affairs
Home Improvement Contractor Registration Unit
124 Halsey Street, 7th Floor
Newark, NJ 07101

If you have any questions, please call our Consumer Service Center at 888-656-6225.